



FEMA

R123

Dear National Fire Academy Student:

The faculty and staff of the U.S. Fire Administration's National Fire Academy are pleased to notify you of acceptance into the *Executive Development* (ED) course. This course is designed for executive level administrators and officers, focusing on the skills and attributes of leadership at the executive level.

The design of the ED course is based upon the recognition that present and future fire executives work in complex and dynamic organizations surrounded by ambiguity. To be successful, they need to develop effective management and leadership strategies. Given this environment, the ED course is designed to aid fire service personnel in the transition from manager to senior executive. Through a combination of theory, case study analysis, reflection, introspection, and self-assessment, the course offers the opportunity to enhance the development of teams and the application of action research. Examples of modules include Personal Development, Leading, Marketing, City Manager/Elected Official, and Quality Service.

Please note the following:

- You will receive material in the mail during the two-month period prior to your attendance. This material will need your immediate attention. Should you not receive anything in the mail, please contact us. The materials are an integral part of the course and a requirement for attendance.
- If you move or change jobs during the year, please write to Admissions with your new address and other pertinent information. Both Admissions and the Academy need this information. A telephone call with your new address is not sufficient.
- In making plans for your stay at the National Fire Academy, please be aware of the fact that this course will require a great deal of reading. In terms of making plans for your weekend, it is important that you leave sufficient time for class preparation. (NOTE: On some interim Saturdays, the National Fallen Firefighter Foundation may be offering their course "*Taking Care Of Our Own*." If you are invited to participate in this 6-hour program, time will be available to do so.)

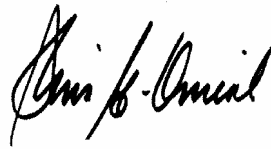
Those individuals who are enrolled within the Executive Fire Officer Program are responsible for completing an Applied Research Project as a post-course activity, to fully satisfy the requirements of the program.

Increasingly, students and instructors are bringing laptop computers to campus. Although not required, you are encouraged to consider doing so. REMINDER: You alone are responsible for security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There are a limited number of 120 Volt AC outlets in the classrooms. A Student Word Processing Center is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This Center utilizes Windows 95 and Office 2000 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Charles J. Burkell, Executive Development Curriculum Training Specialist at (301) 447-1072 or email [Chuck.Burkell@fema.gov](mailto:Chuck.Burkell@fema.gov).

Enclosure

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal". The signature is fluid and cursive, with a large initial "D" and "O".

Dr. Denis Onieal, Superintendent  
National Fire Academy  
U.S. Fire Administration



FEMA

Dear *Executive Development* Student:

Congratulations on your acceptance into the U.S. Fire Administration's (USFA) National Fire Academy (NFA) Executive Fire Office Program (EFOP) *Executive Development* course (R123).

Your two weeks at the National Fire Academy will be busy and challenging. Please plan to spend study time during the interim weekend.

In order to properly prepare for the *Executive Development* course, it is necessary to ask you to complete several tasks in advance. Please read the following instructions carefully:

**The Leadership Profile (TLP) Questionnaire:**

The purpose of this instrument is to help you understand how others perceive you as a leader in your organizational setting.

Nine forms are enclosed. They are to be completed in this manner:

- a. Take the form that is part of the materials that you complete. Using a #2 lead pencil, print your name in the box labeled "Name of person being evaluated" and blacken the corresponding circles.
- b. Blacken the circle corresponding to "I am the person being evaluated," located in the box at the bottom of the page. Then, turn the form over and complete all 50 items. Please return the completed form in the envelope provided, being careful not to fold it.
- c. Repeat the process of inserting your name and coding on the remaining eight forms. However, the bottom box of these eight forms should be marked as "I am an associate of the person being evaluated." Distribute these forms with the envelopes provided to eight subordinates (preferably those who report directly to you) and request they mail them directly in the envelope provided. Sincerely inform your observers to be candid and direct; their responses will be kept confidential.
- d. Tell your subordinates that these completed forms must be received by the date indicated in your instructions. Ask them to tell you when they have completed and mailed the form, so that you know this task has been completed.

**Kirton Adaptation and Innovation (KAI) Instrument:**

The purpose of this instrument is to assess your preferences regarding creativity and provide you with feedback regarding your creativity preferences/style. Please use a ballpoint pen to complete the self (Participant) form and return it in the envelope provided.

### **Campbell Organizational Survey (COS) Instrument:**

You will be receiving a separate mailing containing an additional instrument, the *Campbell Organizational Survey*. Please be careful that all responses from this package are sent to the Minnesota address, not to Dr. Rosenbach in Gettysburg.

### **EFOP Research Self-Study Course:**

In an effort to minimize the classroom time required to address the basic aspects of the ARP process and procedures, we have developed a prerequisite EFOP Research Self-Study Course that must be successfully completed prior to your attendance at the *Executive Development* course. The Study Guide and Workbook are available on the EFOP *Executive Development* pre-course web site at <http://www.usfa.fema.gov/fire-service/nfa/courses/oncampus/r123-pcm.shtm>. The course exam is enclosed in this package. In addition to the Research Self-study Course materials, you will need to purchase the *Publication Manual of the American Psychological Association, Fifth Edition*, typically referred to as the *APA Manual*. The *APA Manual* will be used throughout the four-year program to accomplish your research projects, and can be purchased at most local and online bookstores. Please FAX or email your completed exam responses to Roxane Deardorff using the contact information below. Be sure to include your email address and telephone contact information on your FAX cover so we can provide your results and feedback on areas requiring further study. A minimum score of 70% is required for successful completion. For questions concerning the Research Self-Study course, contact Roxane Deardorff at (301) 447-1642 or [roxane.deardorff@dhs.gov](mailto:roxane.deardorff@dhs.gov), or Joe Gerbrick at (301) 447-1341 or [joe.gerbrick@dhs.gov](mailto:joe.gerbrick@dhs.gov).

### **Leadership On The Line:**

The leadership content of the revised *Executive Development* course is based on the principles contained in the book titled *Leadership On The Line* by authors Ronald A. Heifetz and Marty Linsky. To get the most from this course, you must purchase and read this book prior to the start of class. You can purchase the book from many local and online bookstores. You can also purchase the book from the Harvard Business School Press at the following web site address: [http://harvardbusinessonline.hbsp.harvard.edu/b02/en/common/item\\_detail.jhtml?id=4371](http://harvardbusinessonline.hbsp.harvard.edu/b02/en/common/item_detail.jhtml?id=4371). The EFOP *Executive Development* pre-course website also includes study questions for *Leadership On The Line* that must be completed prior to your arrival. These questions will help ensure you are well prepared for the course content and subsequent discussions.

### **Innovations Presentation:**

You will be required to make a 10 minute presentation on a topic that illustrates a management innovation of potential interest and/or benefit to other class members. The intent of the “Innovations Presentation” is to formally expand the networking environment while facilitating the sharing of ideas. To help prepare the class for your presentation, bring 30 copies of a 1-page handout that summarizes your key points and includes your contact information. You should also prepare visual aids appropriate for your presentation that include no more than 5 to 10 slides, and practice the presentation prior to arrival. Allocate approximately 5 minutes for the presentation and 5 minutes for questions and answers. The Presentations Guide included on the EFOP *Executive Development* pre-course web site will help you prepare for the Innovations Presentation.

Should you have any questions regarding these assignments, please feel free to call me at (301) 447-1072. We look forward to your arrival.

Sincerely,

A handwritten signature in black ink, reading "Charles Burkell". The signature is written in a cursive style with a large, stylized "C" and "B".

Chuck Burkell  
National Fire Programs Division  
Fire Prevention & Leadership Development Branch

## **NFA WELCOME PACKAGE**

Below is information to help you plan your travel to the National Emergency Training Center (NETC). Even if you've taken classes at NETC before, please read it carefully--*procedures may have changed since you were here last, and you will be responsible for complying with the current procedures.* The last page of this package is entitled "CONTACT INFORMATION." We suggest you print it and provide a copy to your family or office staff in case they need to contact you while you are here. Although *friends or family may not stay in Housing*, they are welcome to attend graduation. Please contact NETC Security before their arrival for current security protocol for their entry to campus.

If you have any questions, you may call us at (800) 238-3358 or (301) 447-1000. When you reach the operator, ask for one of the following extensions:

- **Housing/Transportation---1048/1113**
- **Admissions---1035**
- **Food Service---1551**
- **NETC Security---1111**

If you need to fax information to any of the following offices, please note the following fax numbers:

- **Housing/Transportation: (301) 447-1324**
- **Admissions: (301) 447-1441**
- **Food Service: (301) 447-6944**



**TRAVEL**



**Due to increased security precautions, students should bring two photo ID's to campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR BAGGAGE! If you do not have the photo ID's, you will not be permitted on campus. Security checks will delay your registration at NETC.**

### **TRAVEL BY AIR:**

- You must make your own travel arrangements.
- You need to be sure your flights meet the shuttle pickup/departure times, and ticket purchase follows the parameters of travel as defined under "REIMBURSEMENT" in this package.

### **NETC SHUTTLE SERVICE:**

Shuttle service is available between NETC and the airport(s) listed on the "COURSE SPECIFIC INFORMATION" sheet - a bright pink page enclosed with the acceptance letter you received for this class. **Read it carefully before making flight arrangements!**

If you need bus transportation to NETC from the airport(s) listed on the "COURSE SPECIFIC INFORMATION" sheet (you can **ONLY** use the airport(s) listed on that sheet!), you should plan to arrive at least 1 hour before bus departure time. **You must call the NETC Transportation Office at least 1 week prior to course start date to reserve a seat. IF YOU DO NOT CALL, SEATING MAY NOT BE AVAILABLE AND TRANSPORTATION TO EMMITSBURG WILL BE AT YOUR OWN EXPENSE.**

Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door, or a maroon passenger van with the NETC signage in the front window. For security reasons, our drivers cannot leave their vehicles **SO YOU WILL NEED TO LOOK FOR THE BUS OR VAN.** You may contact the NETC Transportation Office a day before your arrival to inquire as to which vehicle will be used. ***If you do not see the carrier 5 minutes prior to the pickup time, please call the NETC Transportation office for guidance.***

**SHUTTLE PICKUP POINTS AT EACH AIRPORT:** *(check your "pink sheet" as to which airport you may use)*

- **Ronald Reagan National Airport (DCA):** Pickup is near the Travelers' Aid Desk in Terminal 'B' (Lower Level, between gates 5 & 6). Buses depart from the inside lane and vans depart from the outside lane. If you arrive in Terminal 'A' please take the Economy/Rental Car airport bus shuttle to Terminal 'B', lower level, or walk across the terminal connector and go downstairs to exit door number 5, on your left.
- **Baltimore/Washington International Airport (BWI):** Pickup is near the Lower Level Baggage Claim Areas 10 & 11 at United. There is not a Travelers' Aid Desk in this location. Buses and vans depart from the outside lane.
- **Dulles International Airport (IAD):** There is a Traveler's Aid Desk between Baggage Claim Areas 4 & 5 on the baggage level, located at the east end of the terminal. Go up the ramp and out exit-door number 6.

**DELAYED FLIGHTS:** If you were scheduled to use the NETC transportation and your flight was delayed for other than weather-related reasons, the airline is responsible for your transportation to NETC. If they will not transport you, please call the Transportation Office when you arrive at the airport (it will be approximately 2 hours before we can pick you up). **If you choose not to use NETC transportation and arrange for other transportation, it will be at your own expense.**

**IF DRIVING:**

- You may arrive on campus any time after 12:30 p.m. the day before your course begins.
- You must depart campus after the end of your course, except for courses with a next-day departure date.
- Student parking is provided north of the NFA classroom building (J Building).
- Your vehicle must be registered at Housing/Security for stipends/security reasons, even if you do not stay on campus.

**DIRECTIONS TO NETC:**

- ♦ **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. 2<sup>nd</sup> Right onto campus (tree-lined drive).
- ♦ **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. 2<sup>nd</sup> Right onto campus (tree-lined drive).
- ♦ **From Philadelphia and East:** Pennsylvania Turnpike West to Harrisburg, Exit 17 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. 2<sup>nd</sup> Right onto campus (tree-lined drive).
- ♦ **From Pittsburgh and West:** Pennsylvania Turnpike East to Harrisburg, Exit 17 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. 2<sup>nd</sup> Right onto campus (tree-lined drive).



**REGISTRATION**

**Where do I register?**

- Class, dormitory, and vehicle registration will take place in Building C Lobby.
- You may have to walk some distance to your lodging. We recommend you bring luggage with wheels.

### **If I'm claiming travel reimbursement, what do I need at registration?**

- **A copy of a check for an *account that bears your name*.** Deposit slips or accounts for an organization or another individual are not acceptable; a copy of a check is the best source for the correct financial information.
  - \* We've found it speeds up registration if you fax the information to the admissions office PRIOR to your course start date. Please include your name, Social Security Number, and course code/title/date on the fax. Please be sure that the copy is legible.
  - \* If your account is with a credit union, or if the account is payable through another bank, please have the bank provide you with the routing and account numbers for ACH deposit.
  - \* If you do not have a personal account, please contact the Admissions office (301-447-1035) prior to your arrival for further instructions.
- **If traveling by air/train you'll also need a copy of your ticket** that shows an itinerary of your trip, and indicates proof that the ticket was purchased at least 21-days in advance, and is non-refundable.
  - \* If you have an electronic ticket, you must submit the itinerary receipt (with ticket number and actual payment amount shown as having been paid).
  - \* If you are requesting additional reimbursement for transportation/lodging/meal costs, you must submit **original receipts**. *Prior, written approval is required to be eligible for reimbursement of these expenses.*
- **If driving**, in addition to account information,
  - \* automobile registration
  - \* odometer readings
  - \* license tag number
  - \* If you are driving a state, county or municipal vehicle, you must submit a signed statement from the owning agency on letterhead stationery requesting reimbursement for the student.
  - \* If you drove to NETC, but you will not be keeping your car on campus, it must be registered on campus or you will not receive reimbursement.

### **What if I'm here for back-to-back courses?**

- **You will be housed in the same room for the entire length of the stay.**
- **If you stay off campus between the two courses**, you must check out of housing after the first course ends (turn in the keycard and remove your belongings). You will be assigned a new room upon your return.
- **If you choose to leave campus between courses**, your stipend will only encompass one trip.



### **LODGING**

#### **Must I call to make a lodging reservation?**

- No, rooms are randomly assigned once you are accepted into a course. Because of the random assignment of rooms, you may/may not be lodged in the same building as your classmates.
- We make every effort to ensure you have a single room. However, if the student count is high, you may be doubled with another student. **PLEASE DO NOT CALL TO REQUEST A SINGLE ROOM.**
- **IF YOU HAVE A DISABILITY AND NEED SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HOUSING OFFICE AT LEAST 1 WEEK PRIOR TO YOUR ARRIVAL ON CAMPUS.**

#### **Is there a charge for lodging?**

- No, not if you are eligible for stipend reimbursement (see "Reimbursement" section).
- If you DO have to pay for lodging, the current charge is \$30/day.
- NETC Housing accepts cash, personal check, travelers check, and credit card (American Express, VISA, MasterCard and Discover).



**What if I want to stay off campus?** If you choose to stay off campus, it will be at your own expense.

**What amenities are in each room?**

- private bathroom
- TV and clock radio
- refrigerator
- Linens and towels, with daily housekeeping service.
- telephone with voice mail
- A telephone jack is located in each room for dial-up Internet access. Check with your Internet Service Provider for local calling area access. Out-of-area ISP accessibility will require credit card, third party or collect billing for access from NETC. You should consider bringing a longer cord (10 ft.) if you are bringing your laptop computer.

**Are there laundry facilities available?**

- Yes, there are coin-operated washers and dryers in each lodging building.
- Laundry supplies may be purchased at the convenience store on campus.

**Are family, friends or pets allowed in the lodging rooms on campus?**

- No, relatives or friends of NETC students are not allowed in the rooms, and they cannot be lodged on campus. Upon request, the NETC Housing Office will provide information regarding local off campus accommodations; however, you are responsible for arranging and paying for those accommodations.
- Animals are not allowed in campus housing, except for seeing-eye and other guide dogs. Please notify the housing office at least one week in advance if you will be bringing a guide dog.

**What time must I check out of my room?** Check out time is **9:00 a.m.** You may leave your luggage until 9:30 a.m., but it must be packed and by the door. When you return for your luggage, please do not use the bathroom facilities if the room is already cleaned for the next occupant. Please return your key card to the front desk by 9:30 a.m.--you will no longer have access to your room after that time.

## **DRESS CODE**

It is each student's responsibility to use good judgment in selecting attire which projects a professional image, and is appropriate for both climate differences and classroom activities. If NFA staff determines that your attire is inappropriate, you will be required to change into more appropriate clothing before continuing class.

• **Acceptable attire for classroom settings**

**MALES:** Shirts with collars, slacks, nice jeans, including departmental uniforms (no T-shirts), shoes and socks. Optional items include sweaters, sport coats, ties, etc.

**FEMALES:** Dresses, blouses with slacks or nice jeans, skirts, split skirts/skorts, including departmental uniforms (no T-shirts), and shoes. Optional items include sweaters, blazers, etc.

• **Acceptable attire for Graduation:**

**MALES:** Class shirts or dress shirts with ties and dress slacks, suits, sport coats, or departmental dress uniforms.

**FEMALES:** Class shirts or blouses with dress slacks or skirts, suits or dresses, or departmental dress uniforms.

- **Shorts, sleeveless shirts, ball caps, flip flops, etc., ARE NOT permitted in classrooms, auditorium, or dining hall. Bathing suits/trunks are not permitted outside the pool area. Dresses, skirts, split skirts/skorts should be no higher than 1" above the knee (no mini skirts).**

## ADMISSIONS POLICIES

### Attendance:

- **You are required to attend all sessions of the course.** If you do not, you will not receive a certificate and your stipend may be denied.
- NFA students are limited to one reimbursable trip per fiscal year (Oct 1-Sep 30). This means that you will not be considered for another course (excluding pilot offerings) during the same fiscal year without notifying us in advance that you will relinquish your stipend reimbursement.

### Substitutions:

- **Substitutions for NFA courses are made from waiting lists; slots do not belong to the departments.**
- All requests to consider an equally qualified person must be in writing and be accompanied by a completed General Admissions Application (FEMA Form 75-5) for the substitute.

**Cancellations:** Please read your acceptance letter for details, since you may be denied admission to future NFA or EMI courses for 2 fiscal years.

## NETC POLICIES/INFORMATION

There are no connections for mobile homes or recreational vehicles available at NETC.

### Conduct:

- Federal Regulations (available at the LRC).
- FEMA and NETC Instructions (available at C Lobby, NETC Info Centers, and on NETC Intranet web site).

### Smoking:

- All buildings on campus are **NON-SMOKING**, with the exception of the Command Post Pub.
- If you smoke in your room, you may be asked to leave campus, relinquish your stipend reimbursement, and be charged to clean the room.

### Firearms: Prohibited on campus!

Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle or your luggage. Maryland law is very narrow in its definition of Law Enforcement Officers who may carry firearms. For your own protection, and to expedite your processing into NETC, **do not bring weapons of any kind to campus.** Weapons include knives with blades longer than 3 inches, machete, bow & arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and state POST certified officers and federal officers or local officers with concurrent jurisdiction who require a firearm for the performance of **required official duties** must obtain an exception from the Director of Support Services or the NETC Security Specialist prior to arrival on campus. If you do arrive at NETC with weapons of any kind without prior approval, your entry to campus could be significantly delayed.

**Alcoholic Beverages:** Consumption of alcoholic beverages is limited to the Pub & Log Cabin. Alcohol is not allowed in lodging rooms or vehicles, and will be confiscated. If you do arrive at NETC with or are attempting to bring alcohol on campus your entry to campus could be significantly delayed.

### Medical services:

- All medical expenses are your responsibility.
- Local hospitals accept medical insurance identification, cash, check, or major credit card.
- International students should be prepared to pay for medical services in the event the hospital or doctor does not accept foreign insurance coverage.

**Student Word Processing Center (located in D Basement):**

- Provides IBM® compatible Microcomputers with Internet access and printing capabilities.
- Systems utilize Microsoft Windows 2000 with Microsoft's Office Suite 2000.

**Telephones:** Outgoing calls can be placed from your lodging room via calling card, collect, or third-party billing.

**Faxes:**

- Fax services are available at the convenience store for a fee.
- You may receive fax messages up to 4 pages in the Housing Office at (301) 447-1324.
- Anything over 4 pages will not be forwarded by Housing. Please use the fax service available at the convenience store, or have it sent by overnight mail.

**Automatic teller machines (located off campus):** Inquire at the registration desk at Building C for directions.

**Public Transportation:** Limited service. Inquire at the registration desk at Building C. Contact the campus convenience store regarding car rentals, at your expense.

**NETC recreational activities include:**

- Gym with running track
- Exercise room
- Swimming pool
- Tennis/basketball/volleyball (sand and inside) courts
- Bicycles and helmets

**Nearby points of interest/recreational facilities:**

- National/State parks
- Historic Gettysburg (tours available)
- Golf
- Swimming
- Snow skiing



**REIMBURSEMENT**



Frequently asked questions/answers about reimbursement procedures are enclosed. Please read them carefully. If you have any questions about your eligibility to receive a stipend, please email us at [netc-admissions@dhs.gov](mailto:netc-admissions@dhs.gov) or call Admissions at (301) 447-1035.

**Any exceptions to travel** must be in writing and faxed along with documentation to (301) 447-1441, AND approved in writing prior to your course start date. Otherwise, you will only be reimbursed up to the state ceiling amount.

**Who is eligible for reimbursement?**

- State or local government representatives
- Recognized volunteer organization representatives
- Active emergency management organization representatives
- Representatives from State or local fire organizations

### Who is NOT eligible for reimbursement?

- Federal government or private industry employees
- Employees who are contracted to Federal, State or local government entities
- Representatives of a foreign organization
- Foreign temporary employees of U.S. organizations

### How will I be reimbursed?

Reimbursement will be electronically deposited into the checking or savings account that you identify.

- **Reimbursement will only be made to an account that bears your name.** You are responsible for reimbursing your department, if applicable. This is a result of increased restrictions by the receiving financial institutions.
- **If you do not have a personal account, please contact the Admissions office prior to your arrival for further instructions.**

### If I flew, what will I be reimbursed?

You will be reimbursed the cost of a direct (no side-trips), **21-day pre-purchase, non-refundable** ticket for round/trip transportation by common carrier (economy coach class or less) for each course or back-to-back courses that you attend. Proof of non-refundable fare is required!

- ***If you take sidetrips or travel outside of the defined travel days***, your reimbursement shall be limited to up to but not to exceed the state ceiling fare as noted on the enclosed Reimbursement Ceiling Chart.
- ***To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE***, unless you request, in writing, an exception PRIOR to your course start date, and have received a written approval. Otherwise, your reimbursement will be limited up to the state ceiling amount as indicated on the enclosed State Reimbursement Ceiling Chart.
- **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited up to the ceiling fare as previously noted.
- **Use of frequent flier miles** toward the purchase of a ticket is **NOT** reimbursable.

### If I drove, what will I be reimbursed?

You will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance, or the state ceiling, **WHICHEVER IS LESS**.

- POV mileage is subject to validation.
- **If you do not register your vehicle with the Housing Office**, reimbursement for POV mileage may be denied.
- **If someone is dropping you off**, you **must** have the vehicle verified by the Housing office prior to the vehicle departing campus.
- If you carpool with another student, only the **driver** will be reimbursed.
- If you drove a rental car, your reimbursement is limited to the POV allowance.

### If I took a train or bus, what will I be reimbursed?

- Your reimbursement is limited to the state ceiling.
- You must provide copies of the tickets actually used.
- Reimbursement shall not include costs for sleep accommodations on the train.

**If I save money on my airfare, will I be reimbursed for extra expenses?**

Yes, **ONLY** if your class is 5 days or less in length with no Saturday stay over, and you save a minimum of **\$250** off the cost of a 21-day pre-purchase non-refundable round trip economy class common carrier ticket. To do this, submit **written** documentation of the savings -- this can consist of itinerary copies of both the original price and the cheaper fare, OR copies of both fares from the Internet. Comparisons should be of like travel. If you do not acquire written approval from Admissions prior to the course date, the extra expenses may not be reimbursed. The following options apply:

**a.) You may stay on campus 1 night prior to your regularly scheduled arrival date if lodging is available.**

- ◆ Call the Housing/Transportation Office to see if housing and/or transportation is available to NETC on your travel day.
- ◆ If lodging and transportation are not available, we may reimburse you up to \$90 to cover your lodging or transportation expenses. You must provide **original** receipts.
- ◆ If you carpool using a rental car, the rental agency must list (as passengers) all students claiming reimbursement on the rental agreement or only the driver will be reimbursed.

**b.) You may stay in the Baltimore/DC metro areas before or after your course.**

- ◆ If you save at least \$250 in airfare as noted in the terms above, you may be reimbursed up to \$90/day (2-day limit for savings over \$500) for lodging or transportation expenses. **Original** receipts must be provided. If you carpool using a rental car, all students claiming reimbursement must be listed (as passengers) on the rental agreement or only the driver will be reimbursed.
- ◆ If you stay after your course ends, ask for a Stipend Agreement Amendment (FEMA Form 75-3a) when you register. When you return home, mail it with **original hotel** receipts to Admissions, Room I-216, 16825 South Seton Avenue, Emmitsburg, MD 21727 within 60 days of the start date of the course, or reimbursement WILL BE DENIED.
- ◆ You may not stay on campus after the course ends.



**FOOD SERVICE**

**Must I purchase a meal ticket?**

- If you stay on campus, you **must** purchase a meal ticket.
- If you stay off campus, you **must** purchase a break ticket, currently \$2/day.
- If you don't purchase the appropriate ticket, you may be asked to leave the course and we will deny your request for reimbursement.

**What is the cost?**

- Your meal ticket cost is identified in your acceptance letter.
- The "COURSE SPECIFIC INFORMATION" enclosure identifies what meals are included.
- Meals other than those included in your meal ticket are to be paid for by cash.

**What if I'm here for back-to-back courses?**

- Your meal ticket includes the time between the two courses.
- If you stay off campus between the two courses, you must notify the food service contractor before purchasing your meal ticket. If you do not, you will be charged the full amount.

### How do I pay for my meals?

- Cash
- Traveler's checks
- State or Local government checks payable to Guest Services
- Advanced payment by department check. **Please notify your department to include: your name, course code and course date on the check**, and send it to the food service contractor at Building K, 16825 S. Seton Avenue, Emmitsburg, MD 21727. If you need the food service Federal ID#, please call (301) 447-1551.
- Purchase order payable to Guest Services
- Credit card (MasterCard or VISA)
- Guest Services **DOES NOT** accept personal checks.

**What if I will not be on campus for the first and last meal identified as part of my meal ticket?** You must notify the food service contractor at least 1 week prior to your course start date. If you do not, you will be obligated to pay the full amount.

**May I get a refund on my meal ticket?** There are no refunds except for emergency departures!

**What if I'm on a special diet?** Please call the food service contractor or fax your request to (301-447-6944) at least 2 weeks prior to arriving at NETC. They will make arrangements to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.

### **What happens if the bus arrives after the dining hall has closed?**

- The food service contractor will provide you with a boxed dinner.
- Snack food is available at the Command Post Pub.

Please continue scrolling for more information.

## ***CONTACT INFORMATION***

### **How do I get a telephone call?**

- ♦ The caller may dial your direct extension (301-447-xxxx). If requested, you will be provided with your extension at check-in. Numbers are NOT given to anyone else.
- ♦ The caller may dial (301) 447-1048. The Student Coordinator will either transfer the call to your room or take a message and place it on the message board located in 'C' Lobby, which you should check daily.
- ♦ ***NETC will not accept personal telephone calls to students from the (800) number.*** Family members should dial 301-447-1000 to contact a student.

### **What if the call is an emergency?**

- ♦ The caller should state that the call is an emergency.
- ♦ The message will be delivered to you immediately unless you are not on campus.
- ♦ If you are leaving campus for a period of time, you should notify security where you can be reached.
- ♦ If you must return home due to an emergency, check out with the Housing Office in C-Building before you depart the campus!

### **How do I get mail?**

- ♦ Mail is delivered to C Lobby Monday through Friday, except Federal holidays.
- ♦ All packages are x-rayed and no delivery is provided on weekends or holidays.
- ♦ Letters or packages should not be mailed to reach NETC BEFORE you arrive, since mail-holding areas are not available. Mail received when you are not on campus will be automatically returned to the sender.
- ♦ Outgoing mail should be deposited in the mailbox located near 'K' building (Dining Hall). The NETC mailroom cannot mail outgoing items for students.
- ♦ Address:

(Your name)--Student  
National Emergency Training Center  
Building C, Room (Room numbers are provided upon arrival)  
16825 S. Seton Avenue  
Emmitsburg, MD 21727



National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727